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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO  
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## OPEN COMPETITIVE EXAMINATION

### To establish a list for the position of **PSYCHIATRIC NURSING ADMINISTRATOR**

Announcement Number: DOA102-25

Open: February 19, 2025 Close: March 12, 2025

#### NURSE PAY PLAN (NPP)

OPEN: Q-N-01; \$86,902 P/A –Q-N-10; \$119,299 P/A

PROMOTION: Q-N-01; \$86,902 P/A –Q-N-18; \$153,165 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [www.ggrf.com](http://www.ggrf.com). For other inquiries please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

#### Who Can Apply

Open to all government of Guam employees and the public.

#### Qualification Requirements

Four (4) years and six (6) months of experience in supervisory psychiatric nursing work, and graduation from a recognized college or university with an Associates' degree in nursing; or

Three (3) years of experience in supervisory psychiatric nursing work or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in nursing; or

Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

#### Necessary Special Qualifications

Possession of a current license to practice professional nursing on Guam; and Certification from the American Nurses' Association in Psychiatric and Mental Health Nursing; and possession of a valid driver's license. (Must be verified at the time of submission of application or include a photocopy)

#### Nature of Work in this Class

Administers a comprehensive Nursing Services for the patients of the Department of Mental Health and Substance Abuse.

#### Illustrative Examples of Work

Administers nursing services and activities for patients with mental disorders. Develops, maintains and administers policies, procedures and other program guidelines. Determines and sets program priorities in accordance with the kind and amount of nursing services available; reviews and analyzes nursing caseloads and records to determine types of services being rendered and needed, adequacy of case finding, record keeping and follow-up procedures. Appoints committee chairpersons of standing committees which oversee nursing activities for the Department; facilitates staff participation on committees as members, providing direction and guidance as needed. Justifies and administers the nursing budget; plans, implements, and evaluates plans for recruitment and career development of nursing and other personnel; prepares reports and other administrative matters. Attends official meetings and conferences. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the principles and practices of public administration. Knowledge of professional principles, theories and practices of professional as applied in a psychiatric setting. Knowledge of personality development theories for evaluating behavior and patterns of patients. Knowledge of group interactions and theories of group therapy. Ability to administer nursing programs under the jurisdiction of the department. Ability to make work decision in accordance with program guidelines. Ability to evaluate nursing services and initiate or recommend changes in program, policies and other requirements to improve effectiveness. Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in professional nursing techniques.

#### Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of a high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

#### Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1128/1132.

**SURPLUS PROPERTY MANAGEMENT ADMINISTRATOR  
OPEN COMPETITIVE EXAMINATION**

**Suitability Determination Form**

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

**Prohibition Pursuant to P.L. 28-98**

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

**Examination Requirements**

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

**Interviewing Procedures**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligible referred via certification.

**Employment Medical Examination**

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

**Work Eligibility**

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

**Drug Screening**

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed; this also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: [www.hr.doa.guam.gov/resources](http://www.hr.doa.guam.gov/resources).

**Police & Court Clearances Requirements**

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

**Where to Apply**

Submit job applications at the Department of Administration, Human Resources Division 2<sup>nd</sup> floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: [doa.jobs@doa.guam.gov](mailto:doa.jobs@doa.guam.gov).**

**For More Information**

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128/1132. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). For further information, you may email [doa.jobs@doa.guam.gov](mailto:doa.jobs@doa.guam.gov).

  
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Appointing Authority

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.**